



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title : **Administrative Clerk**
Duty Station : **Bangkok, Thailand**
Classification : **Daily Contract (THB 800.00 per day)**
Type of Appointment : **Daily Contract, 3 months**
Estimated Start Date : **August 01, 2018**

Closing Date : **July 20, 2018**
Reference Code : **CFCV038/2018**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Under the general supervision of the Senior Resource Management Officer and under direct supervision of the Procurement and Administrative Assistant, the incumbent will be tasked on Asset Management and logistics in the area responsibility and carried out by Procurement unit in Bangkok, Thailand.

Core Functions / Responsibilities:

Particularly, he/she will carry out the following duties:

1. Assist on Assets maintenance processes including asset tracking and assets assigned to staff are properly documented;
2. Perform the receipt of assets processes outside PRISM such as who is to be assigned the new purchase asset based from request document, QR sticker tagging and have the staff sign receipt of asset;
3. Assist the issuance for necessary documents related to asset movements such as the Asset Assignment Form (AAF), Asset Transfer Form (ATF) and Asset Disposal Form (ADF) when required and ensure that all documents are duly by authorized persons;
4. Assist the asset disposal procedures such as seal bid, scrapping sale, donate, etc. follow the asset guidelines when required;
5. Assist the asset filing system;

6. Assist Procurement staff on the internal process in Procurement unit including scan filename set up for electronic file system per Procurement and IT guidance;
7. Perform such other duties as may be assigned.

Required Qualifications and Experience

- Completed secondary school with minimum three years' experience or university Degree in Business Administration or related fields with minimum one year experience.
- Work experience in asset management is an asset
- Ability to work in a team environment; able to initiate and manage group studies to learn more about supporting the current infrastructure.
- Able to work under minimal supervision and strive for high quality results.
- Excellent communication skills; strong interpersonal and organizational skills.
- Good knowledge in computer literate such as MS office applications in particular Microsoft excel and SAP PRISM.

Languages

- Good in oral and written communication skills in Thai and English

Required Competencies

The incumbent is expected to demonstrate the following competencies:

- **Accountability** – Follows all relevant procedures, processes, and policies
- **Client Orientation** – Identifies the immediate and peripheral clients of own work
- **Continuous Learning** – Demonstrates interest in improving relevant skills
- **Communication** – Actively shares relevant information
- **Performance Management** – Provides constructive feedback to colleagues
- **Planning and Organizing** - Effectively applies specialized knowledge of logistics and procurement to timely source goods and services
- **Teamwork** – Actively contributes to an effective, collegial, and agreeable team environment

Other

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested candidates are invited to submit their applications along with a duly completed IOM Personal History Form to the IOM Bangkok Human Resources Unit at e-mail bkkrecruitment@iom.int by **July 20, 2018** at the latest. The form can be downloaded from <https://thailand.iom.int/sites/default/files/Recruitment/IOM%2BPersonal%2BHistory%2BForm%2B%282012%29.xls> Kindly indicate the reference code **CFCV038/2018** followed by your full name in the subject line.

Applications should include: a) a cover letter, indicating the dates of availability; b) a curriculum vitae; c) a duly completed IOM Personal History Form (may be downloaded from thailand.iom.int);

Only shortlisted candidates will be contacted.

Posting period:

From 10.07.2018 to 20.07.2018